



CLYDE connection

March 2023

Council Meeting:

Monday,
March 13, 2023
at 6:00 pm

Policy & Priorities Meeting:

Monday,
March 20, 2023
at 6:00 pm

For more details, contact: 780-348-5356

Administrative Assistant Job Opportunity



The Village of Clyde is seeking an individual for temporary, part-time, maternity-leave coverage for the following employment opportunity.

ADMINISTRATIVE ASSISTANT

This Part Time (0.7FTE) Position is responsible for performing general office and administrative duties to the Village of Clyde. The successful applicant will report to the Chief Administrative Officer and alternately to the Finance and Executive Assistant.

JOB SUMMARY:

GENERAL RESPONSIBILITIES:

- Establish and maintain a professional relationship with staff, administration, members of Council, and the public
- Demonstrate strong time-management skills and ability to prioritize duties based on needs
- Strong understanding of confidentiality
- Strong customer service and reception skills
- Receive and distribute mail
- Provide word processing services, process spreadsheets, photocopying, and informational material

COMMUNICATIONS:

- Preparing the monthly Community Newsletter
- Scheduling and drafting Social Media content for the Village of Clyde
- Corresponding with residents and responding to general inquiries received
- Receipt of resident complaints and distribution to appropriate department/positions for resolution

QUALIFICATIONS:

- Training in business administration and financial operations
- Proficient computer and customer service skills
- Strong attention to detail and organizational skills
- Understanding of FOIP Legislation and Privacy
- The ability to prioritize duties based on needs and work independently

Please send applications to:

Email: finance@villageofclyde.ca

In person at the office: 4812-50 Street, Clyde, AB

Please include a cover letter, resume, and a copy of your qualifications. **Posting Closes March 9th, 2023.**

We thank you for your interest, however, only selected candidates will be contacted for interviews

UTILITY AND TAX DUTIES:

- Mailing of monthly utility bills
- Maintenance of utility, tax and receivable accounts in the village accounting software.
- Ensuring payments are applied to accounts correctly
- Prepare tax certificates and tax searches
- Maintenance of pre-payment tax instalment plans
- Providing and tracking Landfill passes for the residents

OTHER PROGRAM SUPPORTS:

- Maintenance of dog license registry and issuing dog tags
- Maintenance of the business license registry
- Maintenance of any new and existing filing systems
- Other duties as assigned



Looking for a part-time (0.7 FTE), maternity-leave coverage Administrative Assistant position? Apply today!

email: finance@villageofclyde.ca
or drop off your resume and cover letter in-person at the office located at 4812-50 Street in Clyde.



HOUSING NEEDS SURVEY

SURVEY IS NOW LIVE! Many prizes to be won!
The 2023 Housing and Service Needs Estimation Survey can be accessed at www.villageofclyde.ca/fcss

Alternatively, surveys can be completed in person at the Village of Clyde office or other agencies. Call 780-349-5900 for a full list of agencies.

All residents are encouraged to complete the survey to inform a community action plan against housing insecurity.

We thank you in advance for your participation.

WESTLOCK REGION WE NEED TO HEAR FROM YOU

From February 13 – March 31
participate in the 2023 Housing and
Service Needs Estimation Survey

Available in-person & online



SUMMER STUDENT JOB OPPORTUNITY

Looking for a Summer Student Job Opportunity? Apply today!

email: admin@villageofclyde.ca
or drop off your resume and cover letter in-person at the office located at 4812-50 Street, Clyde, AB.

CLYDE CAPITAL PROJECTS INPUT

The Village Council would like to hear from you!

Infrastructure decisions are coming up quick! Our Council desires to hear from you, to help decide the infrastructure needs that will be addressed in the 2023 construction season. The Council welcomes resident's input. To have your areas of concern considered by Village Council, please email the Village Of Clyde at admin@villageofclyde.ca. **Submissions will be accepted until May 3, 2023.**



Are you or someone you know looking for a Summer Student position?

The Village of Clyde is seeking 1-2 summer student employees to work alongside our Public Works Foreman. We're looking for one position starting at the end of April and one mid-late June for the summer season.

Applicants shall possess the following: **Ideal applicants will show an ability to:**

- Experience with grass maintenance equipment
- Experience with small power tools
- Mechanically inclined
- Experience with general labour duties
- A minimum of grade 10 education
- Alberta Vehicle Operators Permit - Class 5
- WHIMIS and Safety Conscious
- Steel Toed shoes, or boots, and coveralls
- Work well alone and with others
- Eagerly learn new skills
- Work with a positive attitude
- Enjoy working outdoors
- Follow all safety regulations
- Work efficiently
- Carry and present themselves in a professional manner
- Maintain a clean driving abstract

Applicants that are interested can email, fax, mail or drop off their resumes and cover letter.

The Village of Clyde would like to thank all who apply, but only those who are scheduled for an interview will be contacted.

Please send applications to:

Email: admin@villageofclyde.ca
In person at the office: 4812-50 Street, Clyde, AB
Fax: 780-348-5699

Please include a cover letter, resume, and a copy of your qualifications.

Posting Closes March 24th, 2023.



Garbage Reminder

1. Cart lid must be closed and be facing toward the street (Otherwise it can break the wheels).
2. No loose garbage (It can fly away and make a mess of our village).
3. Must be on the street (not on your sidewalk or lawn).
4. Minimum of 3 feet of space (even from recycling).

DISC GOLF GRAND OPENING - COMING SOON

Watch for information on the Grand Opening of our Disc Golf Course in the Spring!



Know Any Other Local Superheros?

We want to see who our local superheroes are!
Do you know someone who does a lot for their neighbours, or volunteers hours of their precious time?
We want to highlight them here!
Send them to admin@villageofclyde.ca for a chance to be featured in one of our Clyde Connection Newsletters!

Community Corner - Local Superhero

Be a local Superhero

Want to know a secret?
Barry started out as a firefighter as a young man at the Clyde Fire Hall, and has continued on serving in this way for his whole firefighting career.



BE A LOCAL SUPERHERO

The Fire Department in Clyde needs more people like Barry N.

Barry has been a firefighter in Clyde for over 22 years, has an epic knack for quoting movies, and enjoys fishing and camping with his family.

There are volunteer positions available for any physical capabilities and age.

Pick up an application at the Fire Hall or Village Office and become a local superhero.



LOCAL BUSINESSES

Want to see your business here?
Contact our office, at 780-348-5356, to find out how!

Shaun's Skid Steer Services
P.O. Box 76 Clyde, Alberta T0G 0P0

Shaun Bachmier
(780) 307-4471



AG SOCIETY - WANT TO VOLUNTEER?

Contact President Perry (780-350-8410) or Shonda (780-348-5933) for details on how you can volunteer today!